

**Karen Budd-Falen, Contacts, Holidays in United States****Sun Nov 4 – Sat Nov 10, 2018 (Eastern Time - New York)**

| Sun 11/4                         | Mon 11/5   | Tue 11/6   | Wed 11/7   | Thu 11/8  | Fri 11/9                                    | Sat 11/10 |
|----------------------------------|--|--|--|---|---|-----------|
| <b>Daylight Saving Time ends</b> |  | <b>Election Day</b> [?]  |  |   |   |           |
| 8am                              |  |  |  |   |   |           |
| 9am                              |  | <b>Ethics screening runthrough @ KBF/O 6348 9am - 10am</b> [?]     |  | <b>Bret Sumner call 9am - 10am</b>  |   |           |
| 10am                             |  |  | <b>DOI/DOJ bi-weekly call @ call: (b) (5) participant code: [?]</b>        | <b>recusals w/LMilkman @</b>  |   |           |
| 11am                             | <b>New Employee IT Overview - Karen</b> [?]<br><b>Administrative Overview - Karen</b> [?]<br><b>SOL - New Employee Records</b> [?] |  |  | <b>NRD 101 w/John Carlucci @ KBF/O 11am - 12pm</b>  |   |           |
| 12pm                             |  | <b>lunch w/Dan/Karen @ Bison Bistro 12pm - 1pm</b> [?]             | <b>lunch w/Gary Lawkowski and Kyle Scherer @ tbd 12pm - 1pm</b> [?]        |   |   |           |
| 1pm                              |  | <b>Weekly Politicals Meeting @ Secretary's Conference Room</b> [?] |  | <b>Internal Meeting @ Karen's Office</b>  |   |           |
| 2pm                              |  |  |  |   | <b>Introductory call w/Gast/Budd-Falen,</b> |           |
| 3pm                              |  |  |  |   |   |           |
| 4pm                              |  | <b>Internal Meeting Room 6114</b> [?]                              | <b>Meet + Greet: Dan and Karen @ Dan's office 3310 3:30pm - 4:30pm</b> [?] | <b>Aurella Skipwith w/Karen Budd-</b>   |   |           |
| 5pm                              |  |  |  | <b>Internal Meeting @ 6120 or call (b) (5) (b) (5) PC (b) (5) #, TW's LC (b) (5) #</b> [?] 5pm - 6:30pm |   |           |
| 6pm                              |  |  |  |   |   |           |
| 7pm                              |  |  |  |   |   |           |

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**Sun Nov 11 – Sat Nov 17, 2018 (Eastern Time - New York)**

| Sun 11/11    | Mon 11/12   | Tue 11/13                                 | Wed 11/14   | Thu 11/15   | Fri 11/16   | Sat 11/17   |
|--------------|---|---|---|---|---|---|
| Veterans Day | Veterans Day observed   |   |   |   |   |   |
| 8am          |   |   |   |   |   |   |
| 9am          |   |   |   |   |   |   |
| 10am         | Registered - SOL's Anti Harassment Task Force Update and Upcoming Mandatory Training @ MIB Auditorium 10am - 12pm | Meet and Greet w/Karen Budd-Falen @       |   | Parks Branch meeting with Karen @ DPW conference room ⑦ | Caneel Bay briefing @ sol conf rm. 6342 10am - 11am |   |
| 11am         |   |   |   |   |   |   |
| 12pm         |   | Meeting with Texas Farm Bureau 12pm - 1pm |   |   | travel to USA's ofc (hold) ⑦                        | Civil Treatment for Leaders @ computer training live web session 11:30am - 3:30pm |
| 1pm          | Weekly Politicals Meeting @ Secretary's Conference Room-  |   |   | TPM meeting 1pm - 2pm                                   |   |   |
| 2pm          |   |   | meeting with James @ James' Hold: Executive Secretariat           |   |   |   |
| 3pm          |   |   | Hold: IT Briefing for New Political Appointees @ OS-OPIO Magnolia |   |   |   |
| 4pm          | Meeting Today 4pm - 5pm   | Internal Meeting @ Room                   | Weekly DPW w/PDSOL @ Small ⑦                                      |   |   | DPW - Fish and Wildlife Branch mtg @ 6342 4pm - 5pm                               |
| 5pm          |   |   | Bi-Weekly Meeting with SOL @ Room 6120 4:30pm - 5:30pm            | Medgar Evers briefing @ SOL                             |   |   |
| 6pm          |   |   |   |   |   |   |
| 7pm          |   |   |   |   |   |   |

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Mon Nov 19, 2018 (Eastern Time - New York)

7am

8am

(No title)  
8:30am - 9:30am

9am

10am

11am

12pm

NPS Check in meeting @ ASFWP conference room - 3144  
12pm - 12:25pm

?

FWS Check in meeting @ AS/FWP conference room - 3144 or call (b) (5) passcode (b) (5) (Leader code - Andrea - (b) (5))  
12:30pm - 1pm

1pm

2pm

Google Training with Karen Budd-Falen @ Room 6348  
2pm - 2:30pm

3pm

4pm

hold - tpm  
4:30pm - 5:30pm

5pm

6pm